

EHRIS Records Management

EHRIS Breakout Session
Annual OH Meeting
July 15, 2009

EHRM Records Management (RM) Plan

- Purpose
- RM functions
 - ⦿ Creation and capture
 - ⦿ Categorization
 - ⦿ Maintenance and authenticity,
 - ⦿ Search and retrieval,
 - ⦿ Assign and execute disposition
- Definition

Record

◎ 44 U.S.C. Section 3301

- Any material, regardless of form, that is made or received:
 - under federal law,
 - in connection with agency business,
 - as evidence of agency organization and activities,
 - preserved or appropriate for preservation because of the value of the information.

Non-record

- Materials do not meet the statutory definition of records or that have been excluded by the definition. Examples,
 - Extra copies of documents,
 - Stocks of publications,
 - Materials intended for reference or exhibit.

Vital Record

- Identify vital records as part of COOP
 - Necessary immediately after an emergency or disaster to continue to operate.
 - Must be protected BEFORE the disaster hits.

Laws and Regulations

- Federal and State requirements
 - 44 U.S.C. Chapters 21, 29, 31, 33, 35
 - 36 CFR 1220-1238
 - NARA - General Record Schedule (GRS)
 - Many others at federal level
 - State specific
- NASA's Response - NPR 1441.1D, NASA Records Retention Schedule (NRRS)
 - EHRS RM Plan
 - Center-specific OM and EH File Plans

Resources: Retention Schedules

- NPR 1441.1D
 - Mostly reflects GRS
 - At times out of synch, GRS updated - NPR lags
- NARA General Retention Schedule (GRS)
 - <http://www.archives.gov/records-mgmt/ardor/records-schedules.html>
- State Requirement
- Take the most stringent

Next Step

- NARA recommendations
 - Develop File Plan with KSC OM and EH
 - Support from KSC RM staff
 - Share File Plan as template, Agency wide